

MARKET SURVEY ANNOUNCEMENT

FAA CHILD CARE SUBSIDY PROGRAM

1. Introduction/Purpose

The Federal Aviation Administration, Office of the Assistant Administrator of Human Resources, Office of Benefits and Worklife (AHP-400) has the mission of advising and supporting the management of the Federal Aviation Administration in regard to programs which enhance the lives of the FAA's workforce.

This announcement's scope of work is the administration of the FAA's child care subsidy program. Federal legislation which Congress enacted through Public Law 107-67, Sec. 630, on November 12, 2001, permits Federal agencies to administer a program to assist their lower income Federal employees with the costs of childcare. A child care subsidy program helps to offset the high costs of childcare. The program increases the FAA's ability to retain a qualified workforce by lowering the cost of child care, allowing parents to stay engaged with the workplace.

The purpose of this market survey is to solicit statements of interest and capability from sources that can provide administrative services to the FAA. Responses to this market survey will be used for informational purposes only. The FAA is soliciting this information from small businesses, service-disabled veteran-owned small businesses and 8(a) certified business capable of providing this service. The information received will be used to finalize the FAA's acquisition strategy for the requirement.

Duties include: handling administrative tasks associated with the child care subsidy program, providing agency employees with applications to the child care subsidy program, processing those applications, notifications of eligibility to applicants, ensuring that child care providers are licensed and/or regulated and processing weekly invoices from and payment to participating child care providers. The current provider processes invoices from and payments to approximately 140 childcare facilities. See Attachment 1 for Draft Statement of Work for more details on the work to be performed.

This market survey is also being conducted to determine whether adequate competition exists to set-aside the competition to be among small businesses, service-disabled veteran-owned small businesses or 8(a) certified businesses.

The planned period of performance for this effort is five years from date of award. The award structure will include a 12-month base period with four 12-month option periods.

2. Incumbent Contractors

The incumbent contractor is:

Contract DTFAAC-08-C-00074; Administrative Services, Inc., Bethesda, MD 20814

3. Nature of Competition

The acquisition strategy for this procurement has not been determined at this time.

4. Not a SIR; Will Not Pay for Responses

Please be advised that –

- (a) This is not a Screening Information Request or Request for Proposals of any kind;
- (b) The FAA is not seeking or accepting unsolicited proposals;
- (c) The FAA will not pay for any information received or costs incurred in preparing the response to the market survey; and
- (d) Any costs associated with the market survey submittal are solely at the interested vendor's expense.

5. North American Industry Classification System (NAICS) Code

Potential sources of these services are expected to be categorized in Sector 541611 Administrative Management and General Management Consulting Services in the North American Industry Classification System (NAICS). The Small Business size standard for NAICS 541611 is an average of no more than \$14.0 million dollars in gross revenue over the past 3 years.

6. Submittal Requirements for Market Survey

All interested sources should provide a capability statement describing, in 5 pages or less, your capability to accomplish the work as described in Attachment 1, the Statement of Work. Capability refers to relevant corporate experience, quality of administrative processes, quality of personnel, and programmatic approach.

The capability statement should follow the following format:

- 1. Past Performance on projects of like size, scope, and nature
 - 2. Ability to set up processes, manage data and workflow and maintain quality (e.g. the accuracy of data and records and timeliness of transactions).
 - 3. Ability to provide qualified personnel
 - 4. Expected programmatic approach (e.g. in-house, teaming, subcontracting, etc.).
- Respondents must provide their strategy for accomplishing this work. If the strategy includes subcontracting, provide the percentage of work you expect will be done by service-disabled veteran-owned small businesses and/or 8(a) certified businesses.

In Section 1, include at least two references of your firm's prior work of a like size, scope and nature. These references should include the client's name and address, a description

of the work, period of performance, type of contract, total dollar value of the contract and a client point of contact name and phone number.

Your response should include a cover page with your firm's logo, address and point of contact information, Attachment 2 Business Declaration form, your firm's SBA 8(a) certification letter (if applicable) or Veterans Administration SDVOSB certification letter (if applicable) . The cover page, Business Declaration Form and these certificates do not count toward the 5 page maximum size limitation.

The capability of potential suppliers to successfully provide these services will be judged by how fully and effectively their response match the requirements listed above.

7. Delivery of Submittals

All responses to this market survey must be received by 10:00 AM ET Wednesday January 9, 2013. Please submit your capability statement softcopy attached to an email to the Contracting Officers' email addresses shown below.

Questions regarding this Market Survey may be submitted, via email, to the Contracting Officer, Mr. White, at the address below. Answers will be accumulated and published, in a timely manner, as amendments to the Market Survey.

The Contracting Officer for this procurement will be:

Jeremy White
800 Independence Ave., S.W. Room 406
Washington, D.C. 20591
202-267-5810
Jeremy.white@faa.gov

The Senior Contracting Officer for this procurement will be:

Charles McGovern
800 Independence Ave., S.W. Room 406
Washington, D.C. 20591
202-267-8468
Charles.mcgovern@faa.gov

The FAA intends to establish a contract in the summer 2013 time period.

8. Attachments

1. Draft Statement of Work
2. Business Declaration Form